



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES FOR PLANNING & DESIGN OF A NEW ANIMAL CONTROL FACILITY

RFQ #3470-15

~~October 19, 2015~~ November 16, 2015

Prepared by
City of Deer Park
Public Works Department

REQUEST FOR STATEMENTS OF QUALIFICATIONS

Sealed Statements of Qualifications addressed to the City Secretary of the City of Deer Park, Harris County, Texas will be received at the Deer Park City Hall, 710 E San Augustine St., Deer Park, Texas until 2:00 p.m. (CDST), Monday, ~~November 16, 2015~~December 21, 2015, for professional architectural services relative to the planning and design of an Animal Control Facility for the City of Deer Park. Any Statement received after 2:00p.m. will be returned unopened.

Statements should be submitted to the Office of the City Secretary, City of Deer Park, 710 E San Augustine, Deer Park, Texas 77536, in an envelope no smaller than 8 ½" x 11" and clearly marked in the lower left hand corner:

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Animal Control Facility

City of Deer Park RFQ 3470-15

Deadline: 2:00 pm on ~~November 16, 2015~~December 21, 2015

The City of Deer Park reserves the right to reject any and all qualification statements, and to waive informalities. The City Council's decision will be final.

Jay Stokes
City Manager
City of Deer Park, Texas

ARCHITECTURAL SERVICES FOR PLANNING & DESIGN OF A NEW ANIMAL CONTROL FACILITY

GENERAL INFORMATION

I. Introduction

The City of Deer Park (City) requires Architectural Services for the development of an Animal Control Facility. This procurement is made per the Texas Professional Services Procurement Act.

II. Background

The existing Deer Park Animal Control was built over 30 years ago and has been expanded twice. The existing building is located at 4213 Luella Ave in the Luella Service Facility complex. The facility is undersized and in disrepair.

Certificates of Obligation were sold in later part of 2015 in the amount of \$1.7 million for the design, construction, and equipping of a new Animal Adoption Facility.

III. Objectives

The City envisions a new Animal Control Facility to accommodate increasing service demands.

The selected architectural firm will initially be charged with:

- Identify facility space and functionality needs in keeping with industry standards, State of Texas and other legal requirements and the unique needs of Deer Park;
- Determine the facility size based on population projections and shelter retention records to accommodate for current and future needs.
- Provide preliminary conceptual plans and cost estimates.

IV. Scope of Services

The selected firm(s) shall have experience in the programming, design and construction administration of facilities of similar size and composition as the projects listed above. It is expected that the qualified firm(s) will have a sufficient level of innovation and design expertise. The committee will pay particular attention to the proposed design team and their recent experience working together as a cohesive group on projects of similar size and scope in the Houston area. It is expected the qualified firm(s) should have sufficient experienced staff and a workload free from constraints to produce services in a timely manner.

The following services will be required:

- Programming to determine current and future needs for space, storage, staff functionality, citizen accessibility, animal care, etc.
- Firm shall provide renderings, elevations, conceptual site and floor plan(s) of the proposed building identifying its location on the site including parking areas for patron and vehicle accessibility.
- Provide a description and spatial relationships of all major services areas that include detailed square footage requirements, the functions that take place within each area, as well as the equipment, furniture, and storage needs and capacity to be served in each area.
- Provide a preliminary conceptual design that should address, but not be limited to, acoustics, equipment, technology, environmental controls, security, lighting, furnishings, seating, access to and from the site and compliance with local, state, and federal regulations regarding building and animal care facilities.

- The firm shall provide a preliminary cost estimates at 30%, 60%, and 90% complete design and a line item detailed construction cost estimate at 100%.
- The selected firm shall provide final design plans, contract manual (inclusive of specifications) and shall include, but not limited to, civil, electrical, mechanical, plumbing, security, furniture, audio and visual equipment, and all other incidentals and appurtenances required for a fully functioning animal control facility.
- Attend and conduct the preconstruction meeting, review and approve all submittals, respond to Request For Information's (RFI's), review and approve change orders, conduct progress meetings and maintain minutes, review and approve pay estimates, issue field directives, develop and maintain punch list, issue letter of Substantial Completion, attend a final walkthrough inspection and issue construction closeout documents, conduct one year warranty walkthrough with the owner and contractor;
- Provide job site field observation services as required by the City.
- Provide as-built record drawings (in a format acceptable to the city) upon project(s) completion.

V. Restrictions on Lobbying Activity

Respondents are prohibited from directly or indirectly communicating with City Council Members regarding the firm's qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Qualifications. Applicants are prohibited from contacting City staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification from the selection process.

Upon issuance of the Request for Qualifications, all communications and requests for clarification or objections shall be directed in writing to the Public Works Department for response, determination and dissemination to all firms. Any communication by firms or their representatives toward other city officers or employees regarding this Request for Qualifications or the award of a contract are prohibited and will constitute grounds for disqualification of a proponent. A lobbyist or a proponent or any of their agents may not do any act or refrain from any act for the express purpose and intent of placing any City official under personal obligation to the lobbyist or proponent.

VI. Proposal Submission and Organization

The Proposer must submit one (1) original, four (4) copies, and one (1) electronic copy of the proposal. Sealed proposals should be addressed to the City Secretary's Office, City of Deer Park, 710 E San Augustine St., Deer Park, Texas 77536, and will be received until 2:00 p.m., ~~November 16,~~ 2015, December 21, 2015. Proposals must be properly signed with a manual signature of an authorized agent of the firm. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

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Proposers mailing their proposals must allow sufficient time for delivery of their proposal by the time and date specified. Late proposals will not be accepted.

PROPOSAL ORGANIZATION AND FORMAT

Proposal should be submitted on 8.5 by 11-inch paper bound securely. Submissions must contain, and be organized, as shown below. Each section should be separated by tabs.

- Cover clearly displaying the title of the RFQ
- Table of Contents
- Introductory letter, to include name and contact information for the primary City contact with the firm
- A narrative demonstrating that the firm understands the project
- A proposed work plan detailing the tasks to be completed as listed under Scope of Services
- A statement of the qualifications of the team, including work experience, organizational chart and personnel resumes. Resumes are limited to two pages per person
- History and background information concerning the firm, including number of years in business under this name and breakdown of personnel in the proposing office.
- A description of previous work similar to the request including a list of comparable clients where similar services have been provided within the last five years, with dates services were provided and contact information.
- Each project shall include the team members responsible for the design and oversight of the projects.
- Reference Data Sheets (minimum 3) – Please refer to attachment on page 8.
- Litigation/Ethics
 - Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the proposer, including its parent, sister or subsidiary companies, and proposed sub-contractors.
 - Provide detail of any ethics violations or board actions within the past five (5) years against the proposer, including its parent, sister or subsidiary companies, and proposed sub-contractors.
- Proof of Insurability
- Conflict of Interest Questionnaire

Public Information Notification

The City considers all materials, information, communications and correspondence in any form from the respondents to this RFQ to be non-proprietary and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code 552.00-1 et seq.) after a contract is awarded. Respondents are informed that the City will abide by all statutes, court rulings and opinions of the Texas Attorney General concerning disclosure of RFQ information. Should any part or section be considered by the Respondents to be “proprietary” or “confidential” in nature, each page or section should be designated as “proprietary” or “confidential.” Respondents should be prepared to fully justify these exclusions to the State Attorney General’s Office should it be required.

PROPOSAL SELECTION AND AWARD PROCESS

I. Proposal Scoring and Selection

The purpose of the proposal is to demonstrate the firm's qualifications, competence, capability, and capacity to meet the City's requirements. An evaluation committee will review the proposals submitted and rank each based on the evaluation criteria specified below. The City may require additional information after the review of the initial information received. Interviews may be conducted individually with firms who submit responsive proposals and who are determined reasonably qualified for award of the contract. The City of Deer Park reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, site visits, presentations, and any other costs are the responsibility of the submitting firms. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

II. Evaluation Criteria

Evaluation of the proposals received may consider but shall not be limited to the following review criteria:

- General Quality and Adequacy of Response 30%
 - Completeness and thoroughness, responsiveness to terms and conditions
 - Understanding of the project
 - Degree of interest shown in undertaking the project
- Organization, Personnel, and Experience 70%
 - Demonstrated experience in accomplishing similar projects, especially involving design of animal control/adoption facilities for municipalities.
 - Qualifications, experience, and longevity of the proposed team members who will design and oversee the construction of the proposed facility.
 - Demonstrated experience in visioning and consensus building on a local government level
 - Knowledge and familiarity with local conditions
 - Firm's history of ethics violations or board actions
 - Demonstrated capability of firm to meet schedules and deadlines
 - Demonstrated capability to complete projects without having major cost escalations, change orders or overruns

III. Right to Reject Proposals and Negotiate Contract Terms

The City of Deer Park reserves the right to reject any and all proposals. The City of Deer Park reserves the right to negotiate the terms of the contract, including the reimbursement rates, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Proposer, City of Deer Park may negotiate a contract with the next highest scoring Proposer and so on until an agreement is reached.

IV. Insurance

The Firm will maintain professional liability insurance during the term of this agreement in an amount of not less than \$250,000 per person or claim and \$500,000 per occurrence or annual aggregate and, if the policy is on a claims made basis, for a period of not less than five (5) Years after the Project is complete, and provide proof of such continuing coverage. Firm further agrees to provide proof of coverage as needed for prior acts back to the date of execution of this agreement if Firm changes insurance carriers

during this extended indemnity period.

Firm will further maintain general commercial liability coverage with minimum combined single limit of \$1,000,000 for property damage and damages resulting from bodily injury or death.

With respect to the above required liability insurances, the City will:

1. Be named as additional insured for general liability insurance.
2. Be provided with a waiver of subrogation, in favor of City.
3. Be provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage.
4. Prior to execution of the Agreement, be provided with either their original Certificate of Insurance or insurance policy evidencing the required limits and requirements, subject to approval by the City Attorney's Office.

V. Offer and Certifications

1. Submission of the Statement of Qualification constitutes an offer which shall remain open and irrevocable for a period of 90 days from the due date for submitting the Statement of Qualifications.
2. Submission of a Qualification Proposal indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualification submitted and confirmed in the contract between City and the firm selected. The City reserves the right without prejudice to reject any or all submissions.
3. By submitting a proposal the proponent certifies that Proponent is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three year period or had a civil judgment against them for commission of fraud in obtaining or performing a public contract, has not within a three year period been terminated on a public contract for cause or default.
4. By submitting a proposal, each proponent certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.

REFERENCE DATA SHEET

PROVIDE AT LEAST THREE (3) REFERENCES
REPRODUCE SHEET AS NECESSARY

PROPOSER:

Provide client name, location, contact person, telephone number and appropriate information on contracted services that are similar to this solicitation document.

Client: _____

City: _____ State: _____

Contact Person: _____ Title: _____

Phone Number: _____

Project Begin & End Date: _____

Project Budget: _____

Services Provided:

Be sure to describe your involvement in the project: principal firm, multi-firm collaboration, sub-consultant, etc.